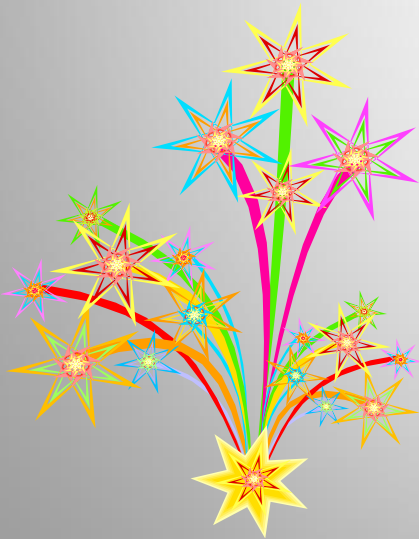


Bureau of Fire Services

Consumer Fireworks Certificate Transfers

- Location*
- Ownership*
- Type*



Bureau of Fire Services



This slideshow will specifically review location, ownership and type transfer process. If you need assistance creating an account, submitting an application, please refer to the other presentations which we have posted on our webpage:

www.michigan.gov/bfs



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services



- Ownership and Type Transfers can be done at any time prior to any inspection.
- Location Transfers must be submitted online no later than June 1. (you may **not** do a location transfer with any other type of transfer after June 1)
- Ownership transfers must be submitted online by the new owner.
- Ownership Transfers requires the original and new owner to each submit a signed Ownership transfer form posted on the BFS Fireworks homepage.
- All Transfers are \$25 each.



Bureau of Fire Services



- To access your account follow the direction below:

- Go to www.michigan.gov/bfs and click on 'Fireworks' in the menu on the left side or on the marquee.

LARA > LICENSING & REGULATION > FIRE SERVICES


Welcome to the Bureau of Fire Services

Mission Statement
To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

Vision Statement
The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the State of Michigan.

Customer Friendly, Fire and Life Safety Driven

Fireworks Program



The Fireworks Program regulates the sale and use of consumer-grade fireworks in the state of Michigan as outlined in Public Act 256 of 2011.

Left Side Menu:

- All About LARA
- Agencies, Bureaus & Commissions
- Employment Security and Workplace Safety
- Licensing & Regulation
- Construction Codes
- Corporations, Securities & Commercial Licensing
- Fire Services**
- State Fire Marshal
- NFIRS
- Fire Fighter Training Division
- Fireworks**
- Health Care CMS Medicare/Medicaid



Bureau of Fire Services



- Next click on the “Consumer Fireworks Application and Low Impact Fireworks Registration” link

Fireworks: What You Need to Know

- Fireworks General Safety Rules - Effective March 20, 2014 [PDF](#)
- [Consumer Fireworks Application and Low Impact Fireworks Registration](#)
- Fireworks Safety Fee Payment Schedule [PDF](#)
- FAQ's for Fireworks [PDF](#)
- Fireworks Plan Submittal Guidelines [PDF](#)
- Consumer Fireworks BFS-BCC Guideline [PDF](#)
- Michigan Fireworks Safety Act No. 256



Bureau of Fire Services



- The next screen you see is going to allow you to create an account or login after you have created the account.

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Internet Browser Requirements:

1. Minimum Browser Version
 - Internet Explorer 11 or newer
 - Firefox 49 or newer
 - Chrome 53 or newer
2. Other Requirements
 - JavaScript enabled
 - Popups allowed for this site
3. Known Incompatibilities
 - Does not work on iPod, iPad, Android, Blackberry, or any other mobile device

Login

User Name or E-mail:

murdockr

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[Register for an Account](#)



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services



▼ Fireworks Consumer

- ☐ Consumer Certificate - Notice of Cancellation
- ☐ Consumer Certificate - Refund Request Form
- ☒ Consumer Certificate - Transfer of Location
- ☒ Consumer Certificate - Transfer of Ownership
- ☐ Consumer Fireworks Certificate Permanent Structure
- ☐ Consumer Fireworks Certificate Temporary Structure

► Fireworks Low Impact

▼ Fireworks Facility Type Change

- ☒ Transfer of Facility Type

► Fireworks Sales Report

► Fireworks Appeals

- After signing into your account you will click on the appropriate transfer.

Bureau of Fire Services

Location Transfer



Consumer Certificate - Transfer of Location

1 Step 1

2 Step 2

3 Step 3

4 Step 4

Step 1: Step 1 > Page 1

If you have already had an inspection at the original location you can **NOT** submit a
All location transfer applications are due no later than **Midnight on June 1.**

Certificate Information

CERTIFICATE INFORMATION

* Certificate #:

* Do you have an active Low Impact Fireworks Registration at the current location that will transfer to the new location. If yes, you must use the amendment function for Low Impact Fireworks Registration to update the address on that registration to the new location.:

☐ Yes ☐ No

Provide Low Impact Registration # for Location Transfer:

- Here we will start with a Transfer of Location
- Enter the Certificate number needing the location transfer
- If you have a Low Impact registration for the same address that you want to transfer you can indicate that here.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Location Transfer



Step 2 : Step 2 > Page 1

* indicates a required field.

Certificate Holder

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New Contact

Look Up

New Retail Sales Location Name

* Facility/Project Name:

New Retail Sales Location

* Street No.:

* Street Name:

Street Type:

* City:

* State:

* Zip:

County:

Township:

Search

Clear

Site Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New Contact

Look Up

Continue Application »

Save and resume later



CUSTOMER DRIVEN. BUSINESS MINDED.

Next you will
enter the
new location
information.

Bureau of Fire Services

Location Transfer



Consumer Certificate - Transfer of Location

1 Step 1 2 Step 2 **3 Step 3** 4 Step 4

Step 3: Step 3 > Page 1

Application Information

APPLICATION INFORMATION

* Is the applicant a Sole Proprietorship: ☒ Yes ☐ No

What is your Federal Taxpayer Identification Number (if not applicable enter N/A):

* What is your current Michigan Sales Tax License Number:

* What is your current Michigan Sales Tax License Expiration Date: 12/31/2016



* Business Name Listed on Sales Tax License:

* Fireworks Business Name/Doing Business As:

* Sentenced for Felony Conviction within the preceding 5 years: ☐ Yes ☒ No

* Ever been convicted of a felony involving theft, fraud, or arson: ☐ Yes ☒ No

* Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules: ☒ Yes ☐ No



Next you will
enter the
application
information.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Location Transfer



Consumer Certificate - Transfer of Location

1 2 Step 2 3 Step 3 4 Step 4 5 Review

Step 4: Step 4 > Page 1

Plan Review Exemption

PLAN REVIEW EXEMPTION

* Are you exempt from submitting site plans or floor plans (see Fireworks Safety General Rules to determine this): ☒ Yes ☐ No

If not exempt, will plans be submitted as an attachment to this application: ☐ Yes ☒ No

Does the location have an approved automatic fire sprinkler system: ☐ Yes ☒ No

* Amount in pounds of pyrotechnic composition on hand:

Attachment

Attach Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using General Rules.

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update
No records found.			

[Select from Account](#) [Add](#)

[Continue Application »](#)

Now you will enter the Plan Review information and attach any documents you need to submit.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Location Transfer



Step 5: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Consumer Certificate - Transfer of Location

Certificate Information

CERTIFICATE INFORMATION

Certificate #: 2016-CP00046 [Edit](#)

Do you have an active Low Impact Fireworks Registration at the current location that will transfer to the new location. If yes, you must use the amendment function for Low Impact Fireworks Registration to update the address on that registration to the new location.:

No

Provide Low Impact Registration # for Location Transfer:

Certificate Holder

Individual
Robbie Bailey
802, BROOK
eaton rapids, MI, 48827

Phone: 517-373-4444
Fax: 517-373-7777
E-mail: baileyr@michigan.gov

[Edit](#)

New Retail Sales Location Name

Facility/Project Name: New Location Transfer

[Edit](#)

New Retail Sales Location

3652 RIVER ST
City of Eaton Rapids
Eaton Rapids Eaton MI 48827

[Edit](#)

Site Contact

[Edit](#)

The Review page will allow you to double check all of the information and edit if needed. Then click on the “Continue Application”.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Location Transfer



You can now pay online for the Transfer Fee. If you have additional transfer applications you want to submit you can continue. Refer to slide #26 for additional payment information.

Consumer Certificate - Transfer of Location

1 2 3 Step 3 4 Step 4 5 Review 6 Pay Fees

Step 6 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Transfer Fee	1	\$25.00

TOTAL FEES:

Note: This does not include additional inspection fees which may be assessed later.

\$25.00

Check Out »

Continue Shopping »



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Ownership Transfer



▼ Fireworks Consumer

- ☐ Consumer Certificate - Notice of Cancellation
- ☐ Consumer Certificate - Refund Request Form
- ☐ Consumer Certificate - Transfer of Location
- ☒ Consumer Certificate - Transfer of Ownership
- ☐ Consumer Fireworks Certificate Permanent Structure
- ☐ Consumer Fireworks Certificate Temporary Structure

► Fireworks Low Impact

▼ Fireworks Facility Type Change

- ☐ Transfer of Facility Type

► Fireworks Sales Report

► Fireworks Appeals

- After signing into your account you will click on the appropriate transfer.
- **ONLY the new owner can enter this application online and in their own account.**



Bureau of Fire Services

Ownership Transfer



Home BCC Licenses BCC Permits Plan Review **Fire Services** Complaints

Create/Amend an Application/Record Search Applications

Consumer Certificate - Transfer of Ownership

1 Step 1	2 Step 2	3 Step 3	4 Review
----------	----------	----------	----------

Step 1: Step 1 > Page 1

Transfer Information

CERTIFICATE INFORMATION

* Certificate #:

As the new owner of this Consumer Certificate you will be responsible for meeting all requirements of a certificate owner. This includes, but is not limited to, Fire Safety Fees and Sales Reporting, licensing, code requirements, inspections and Low Impact Registration. Who paid the Certificate fee? :

* Original Certificate Holder Name and/or Company:

The ownership transfer information required is the Certificate number being transferred, payment responsibility and original owners name.

Bureau of Fire Services

Ownership Transfer



Attachment

The attachments should include a copy of the Michigan Sales Tax License, plans if applicable, a copy of BFS 401 form, Transfer Ownership CFRS Certificate Affidavit. The new owner is responsible for submitting and paying the online ownership form and transfer fees.

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Select from Account

Add

Continue Application »

Save and resume later

Both the original owner and new owner must sign and submit an Ownership transfer form. This will be the new owners responsibility.

Also on the same page of Step 1 is where you will attach any documents that you need to submit.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Ownership Transfer



Consumer Certificate - Transfer of Ownership

Step 1	2 Step 2	3 Step 3	4 Review	5 Pay Fees	6
--------	----------	----------	----------	------------	---

Step 2: Step 2 > Page 1

* indicates a required field.

Retail Sales Location Name

* Facility/Project Name:

Retail Sales Location

* Street No.:

* Street Name:

Street Type:

* City:

* State:

* Zip:

County:

Township:

Search

Clear

Continue Application »

Save and resume later

Step 2 you will enter all required information pertaining to the location of the retail sales currently on the Certificate. **If a location transfer is needed you will have to submit that application also. The location transfer deadline is June 1.**



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Ownership Transfer



Step 3 : Step 3 > Page 1

New Owner Information

APPLICATION INFORMATION

* Is the applicant a Sole Proprietorship:

☒ Yes ☐ No

What is your Federal Taxpayer Identification Number (if not applicable enter N/A):

None

* What is your current Michigan Sales Tax License Number:

38-0000000

* What is your current Michigan Sales Tax License Expiration Date:

12/31/2017



* Business Name Listed on Sales Tax License:

Joe's Plumbing

* Fireworks Business Name/Doing Business As:

Snap Crackle Pop Firework

* At what address will you be storing fireworks (street, city, zip):

no storage

* In which city, township or village will your retail sales be located:

Delhi Twp

* Sentenced for Felony Conviction within the preceding 5 years:

☐ Yes ☒ No

* Ever been convicted of a felony involving theft, fraud, or arson:

☐ Yes ☒ No

* Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules:

☒ Yes ☐ No



Step 3 the New Owner Information is needed. With the exception of one question all are required to be answered.

Bureau of Fire Services

Ownership Transfer



Step 4: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Consumer Certificate - Transfer of Ownership

Transfer Information

CERTIFICATE INFORMATION

Certificate #: 2016-CP00046

[Edit](#)

As the new owner of this Consumer Certificate you will be responsible for meeting all requirements of a certificate owner. This includes, but is not limited to, Fire Safety Fees and Sales Reporting, licensing, code requirements, inspections and Low Impact Registration. Who paid the Certificate fee? :

New Owner

Original Certificate Holder Name and/or Company: Joe Smith

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.

[Edit](#)

Name	Type	Size	Latest Update	Action
No records found.				

Retail Sales Location Name

Facility/Project Name:New Owner Infor

[Edit](#)

Retail Sales Location

111 Old Address
Holt MI 48842

[Edit](#)

New Owner Information

APPLICATION INFORMATION

Is the applicant a Sole Proprietorship: Yes

[Edit](#)

Step 4 you can review all of the information and edit anything that needs to be. Prior to continuing you will need to check the certification box at the bottom.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Ownership Transfer



Consumer Certificate - Transfer of Ownership

1	2 Step 2	3 Step 3	4 Review	5 Pay Fees
---	----------	----------	----------	------------

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Transfer Fee	1	\$25.00

TOTAL FEES:

Note: This does not include additional inspection fees which may be assessed later.

\$25.00

Check Out »

Continue Shopping »

Step 5: You can now pay online for the Transfer Fee. If you have additional transfer applications you want to submit you can continue.

Refer to slide #26 for additional payment information.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Type Transfer



▼ Fireworks Consumer

- ☐ Consumer Certificate - Notice of Cancellation
- ☐ Consumer Certificate - Refund Request Form
- ☒ Consumer Certificate - Transfer of Location
- ☒ Consumer Certificate - Transfer of Ownership
- ☐ Consumer Fireworks Certificate Permanent Structure
- ☐ Consumer Fireworks Certificate Temporary Structure

► Fireworks Low Impact

▼ Fireworks Facility Type Change

- ☒ Transfer of Facility Type

► Fireworks Sales Report

► Fireworks Appeals

- After signing into your account you will click on the appropriate transfer.

Bureau of Fire Services

Type Transfer



Transfer of Facility Type

1 Step 1

2 Step 2

3 Review

4 Pay Fees

Step 1: Step 1 > Application Information

Type Change from Temporary to Permanent will require an additional \$400 Certificate fee to be submitted with this application.

Type Change from Permanent to Temporary will not result in a refund.

Current Address

* Street No.:

* Street Name:

Street Type:

* City:

* State:

* Zip:

County:

Township:

Search

Clear

- Step 1 you will give the current information of the structure for this application. That includes address, Cert holder contact info and registration information.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Type Transfer



Transfer of Facility Type

1 Step 1

2 Step 2

3 Review

Step 2: Step 2 > Attachments

Attachment

The maximum file size allowed is 100 MB.
html;htm;mhtml;exe are disallowed file types to upload.

Name	Type	Size	Latest Update
No records found.			

Select from Account

Add

Continue Application »

- If documents need to be attached you will do that in Step 2. And then Continue Application.

Bureau of Fire Services

Type Transfer



Step 3 : Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Transfer of Facility Type

Current Address

102 MAIN ST
City of Eaton Rapids
Eaton Rapids Eaton MI 48827

[Edit](#)

Certificate Holder

Organization
No name entry allowed
802, BROOK
Eaton Rapids, MI, 48827

Phone: 5173737441
Fax: 5173737447
E-mail: fireworks@michigan.gov

[Edit](#)

Custom Fields

REGISTRATION INFORMATION

Registration Number:

2016-CT12345

Current Type:

Permanent

Change To:

Permanent

[Edit](#)

Attachment

[Edit](#)

Step 3 you can review all of the information and edit anything that needs to be.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services

Type Transfer



Transfer of Facility Type

1 Step 1 2 Step 2 3 Review **4 Pay Fees** 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Temporary to Permanent	1	\$400.00
Transfer Fee	1	\$25.00

TOTAL FEES:

Note: This does not include additional inspection fees which may be assessed later.

\$425.00

Check Out »

Continue Shopping »

Step 4 will add in the difference in Certificate fees if you are going from Temporary to Permanent. There is no refund available if you are going from Permanent to Temporary.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services



Cart

1 Select item to pay

2 Payment
information

3 Receipt/Record
issuance

Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

You are required to pay all fees that have been assessed during the application process prior to staff reviewing your application. If you are unable to pay now see the Pay Later section below.

102 MAIN ST, Eaton Rapids MI 48827

1 Application(s) | \$425.00

▶ Transfer of Facility Type 16TMP-023004	\$425.00	Edit	Save for later	Remove
---	----------	------	----------------	--------

1502 WATER ST, Eaton Rapids MI 48827

1 Application(s) | \$1,000.00

▶ Consumer Fireworks Certificate Permanent Structure 16TMP-022973	\$1,000.00	Edit	Save for later	Remove
--	------------	------	----------------	--------

3652 RIVER ST, Eaton Rapids MI 48827

1 Application(s) | \$25.00

▶ Consumer Certificate - Transfer of Location 16TMP-022997	\$25.00	Edit	Save for later	Remove
---	---------	------	----------------	--------

Total amount to be paid: \$1,450.00

Note: Application fees are non-refundable.

Checkout »

Continue Shopping »

You can now use your Credit Card to make the payment due. Or you can move the application to the “Pay Later” section.



CUSTOMER DRIVEN. BUSINESS MINDED.

Bureau of Fire Services



- If you have any questions, please refer to our other presentations posted on the Fireworks Program page www.michigan.gov/bfs or email fireworks@michigan.gov
- We can also be reached by calling 517-373-7441
- **Due to the high volume of calls, sending an email will ensure the quickest and most effective response. We will not always be available to answer phone calls. Our goal is to reply to your messages within 24 hours.**

